How to Create a Comprehensive Filing for a Single-Employer Plan My Plan Administration Account (My PAA)

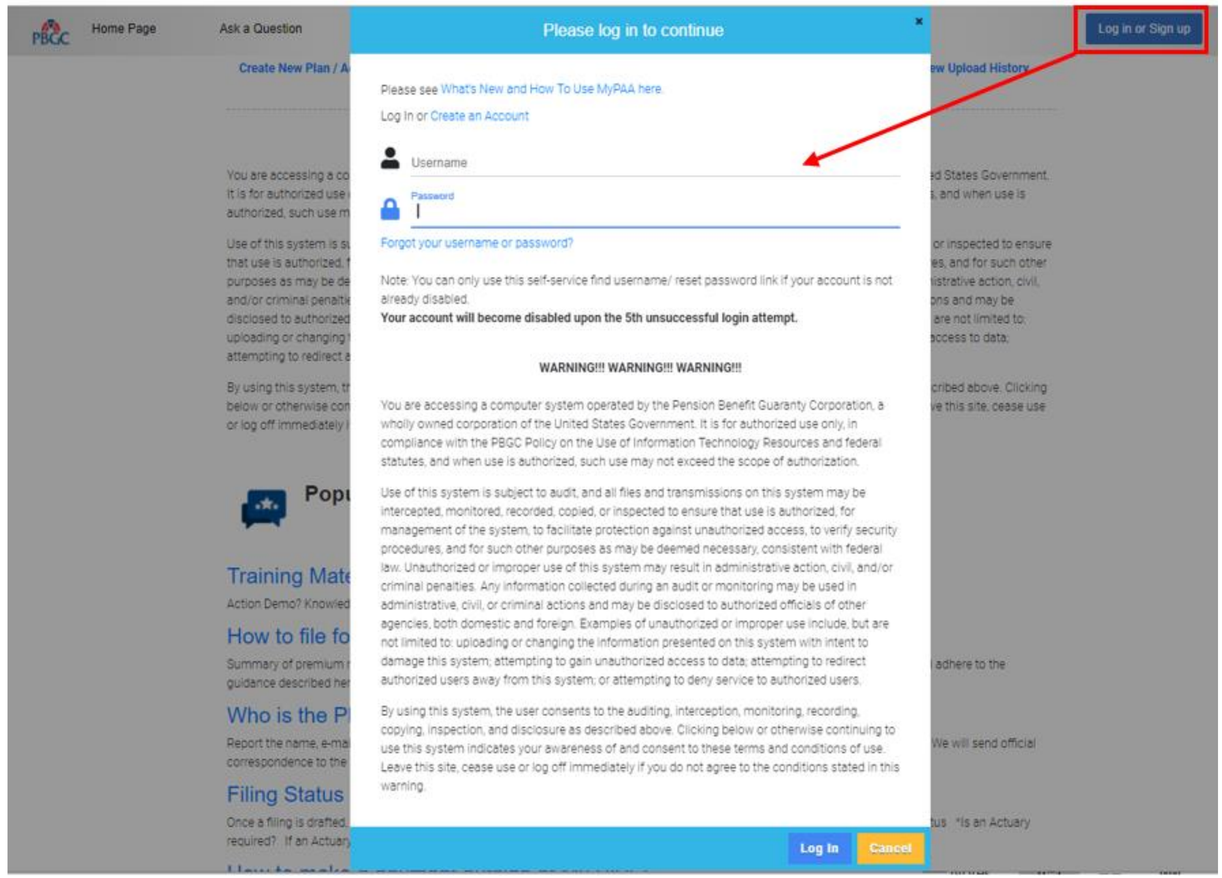
Last Updated:
September 7th, 2021

PBGC
Protecting America's Pensions

How to Create a Comprehensive Filing for a Single-Employer Plan

Login

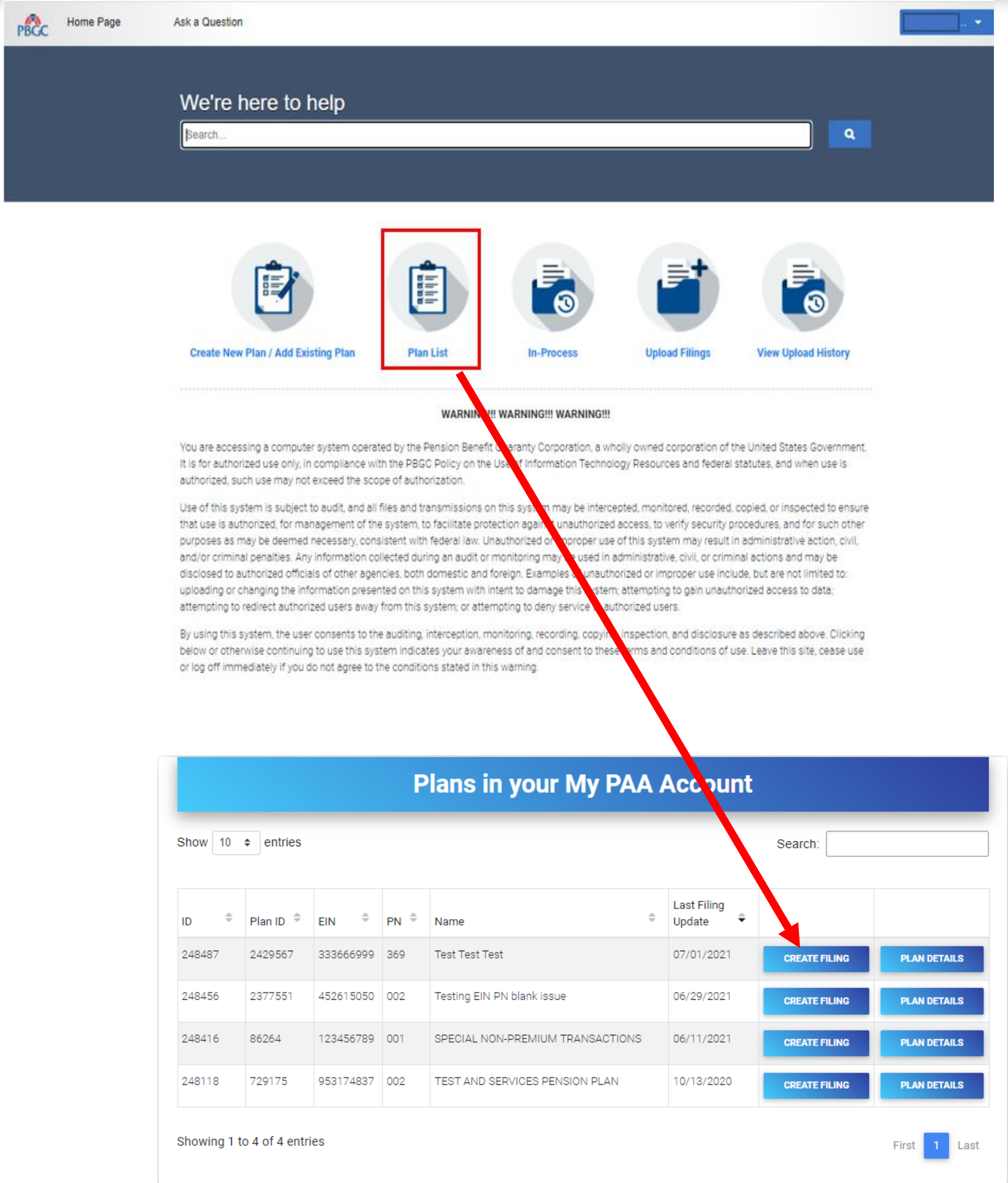
- From the Home Page, click on the "Log in or Sign up" button to log in.
- Enter your Username into the field labeled username on the My PAA log in pop-up
- Enter your Password into the field labeled "Password."
- Click on the "Log in" button.



How to Create a Comprehensive Filing for a Single-Employer Plan

Plan List Page

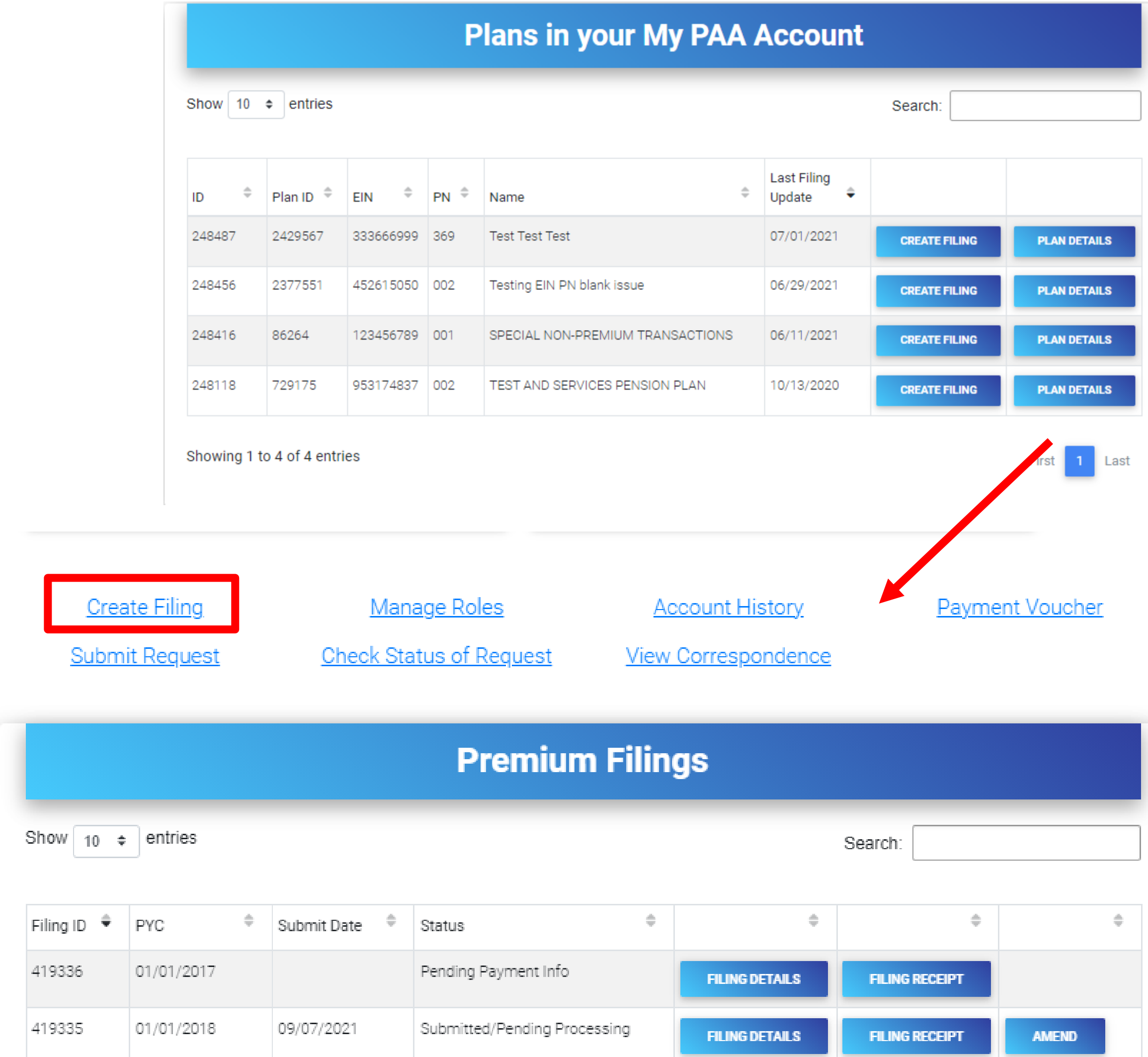
- Once you have logged in, click on the “Plan List” icon or link from the Home Page.
- From the Plan List Page, click on the “Create Filing” link for the plan you would like to create a Comprehensive Premium Filing for.
  - To successfully create a filing, the plan must be associated with your account, and you must have the Filing Preparer Role.
  - You can search or sort the columns to find a particular plan



How to Create a Comprehensive Filing for a Single-Employer Plan

Plan Details Page

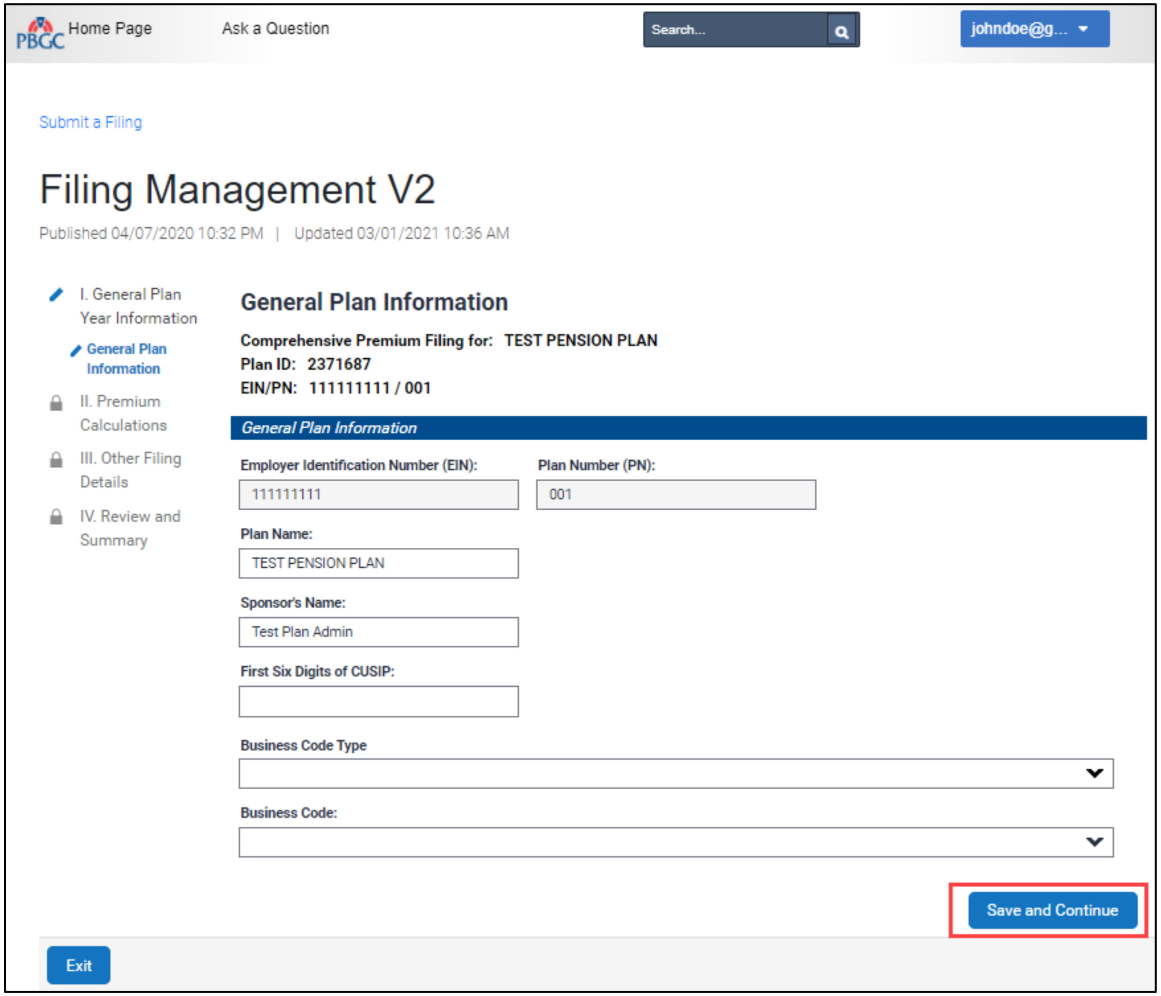
- You may also start the filing process from the Plan Details Page
- From the Plan List Page, click on the “Plan Details” button for the plan you would like to create a Comprehensive Premium Filing for. Then click on “Create Filing” under the “PLAN ADMIN DETAILS” bar.
  - To successfully create a filing, the plan must be associated with your account, and you must have the Filing Preparer Role.
  - You can search or sort the columns to find a particular plan



Filing Management Page

General Information

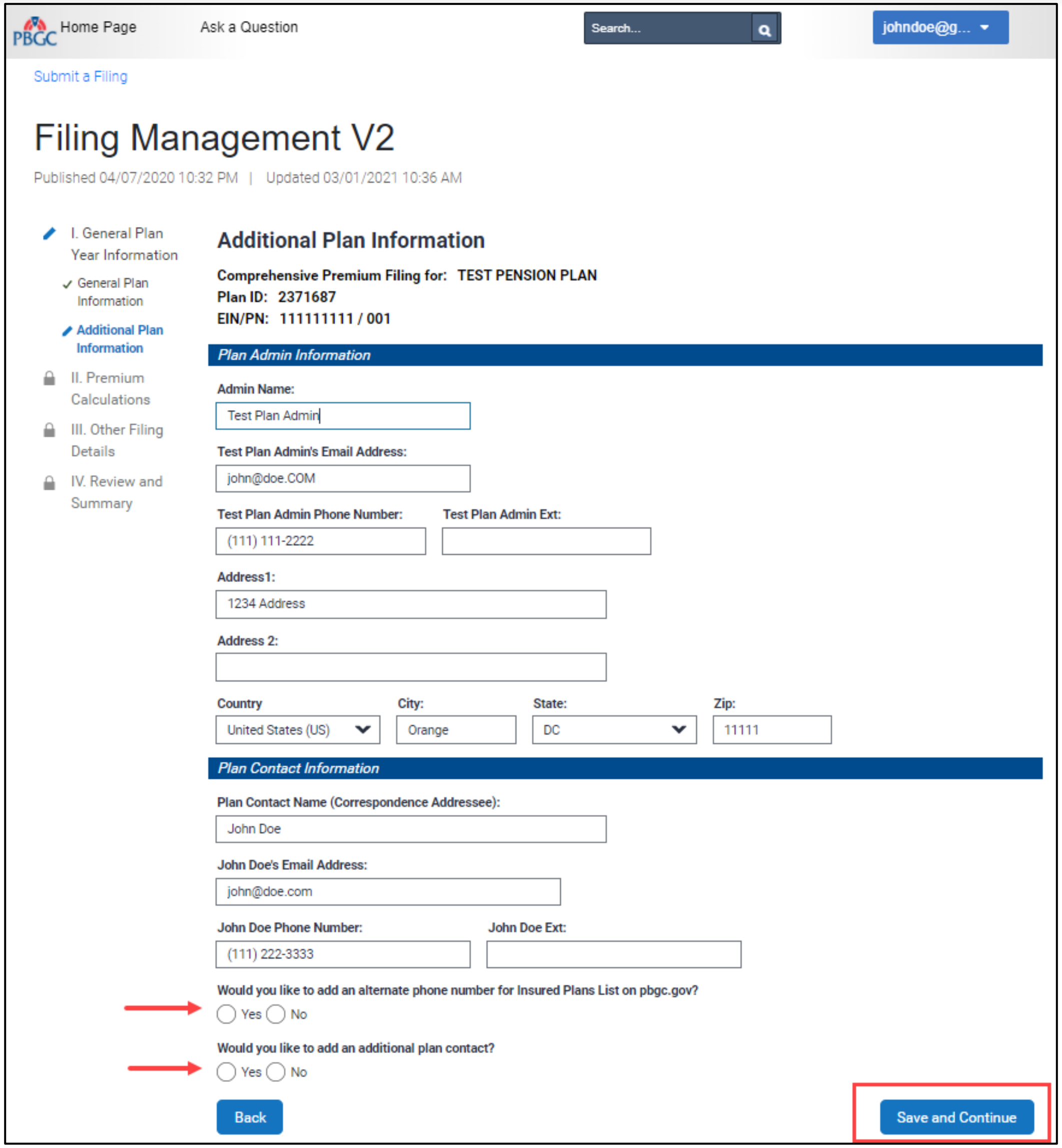
- Enter or select the appropriate information for the filing.
- Required fields on this page:
  - Sponsor’s Name
  - Business Code Type
  - Business Code (this dropdown will display available codes depending on the selection for Business Code Type)
- Note: The EIN/PN cannot be changed on this page. This action must be done on the EIN/PN change page (see slide 8 for more details).
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.



Filing Management Page

Additional Plan Information

- Enter or select the appropriate information for the filing.
- Required fields on this page:
  - Plan Admin Information (it is important that this address is accurate, as all mailed correspondence will be sent here)
  - Plan Contact Information (all mailed correspondences will be addressed to this person).
- Alternate phone number and Additional plan contact information are not required. If you decide to provide this information, click on the "Yes" radio button and additional fields will appear.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

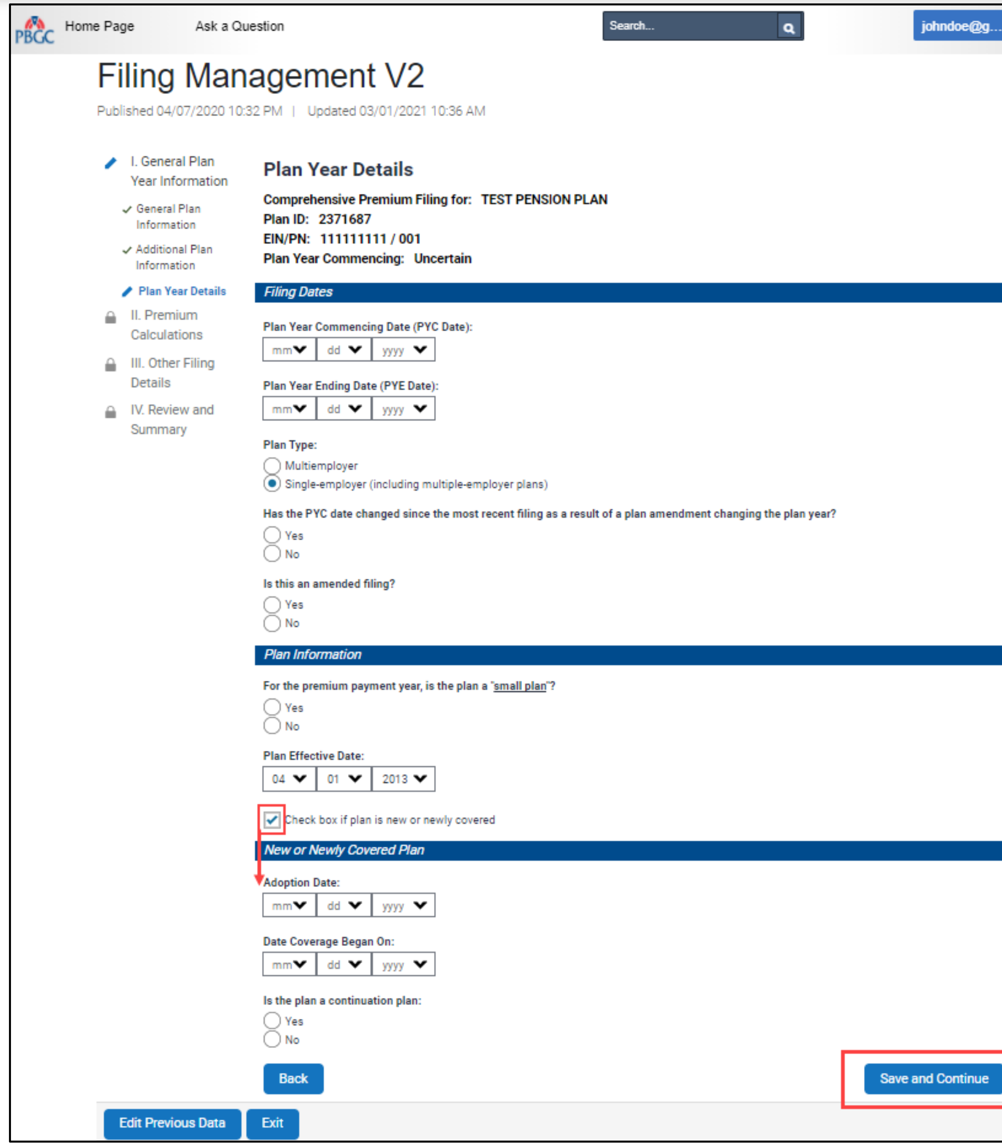


How to Create a Comprehensive Filing for a Single-Employer Plan

Filing Management Page

Plan Year Details

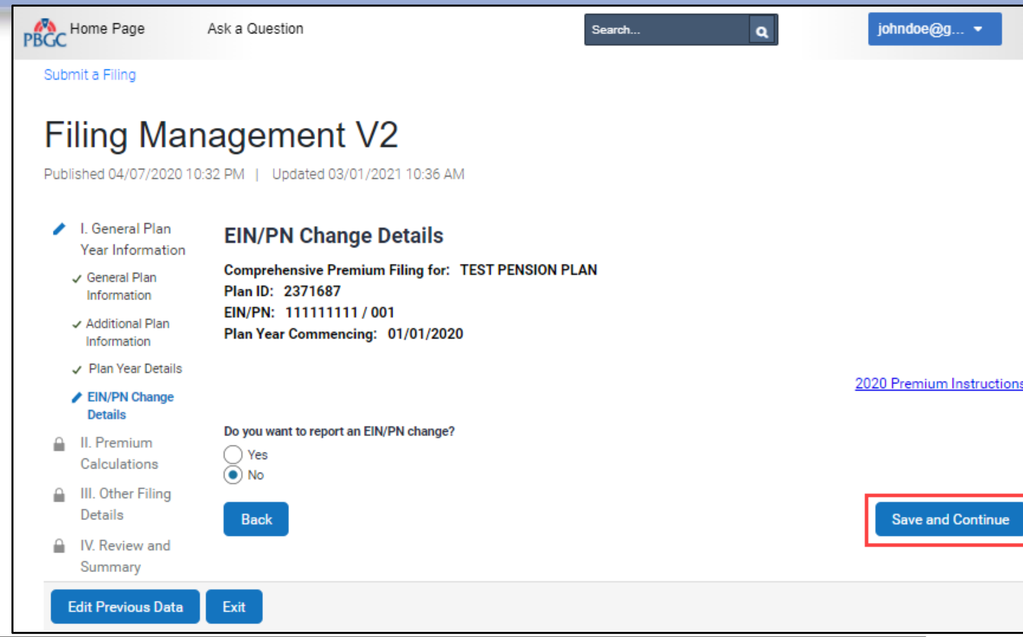
- Enter or select the appropriate information for the filing.
- Required fields on this page:
  - PYC and PYE Dates
  - Plan Type
  - Change in PYC date question
  - Small plan question
  - Plan Effective Date
  - If the plan is New/Newly Covered, check the box for additional fields that will also be required; Adoption Date, Coverage Date, and Continuation Plan question
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

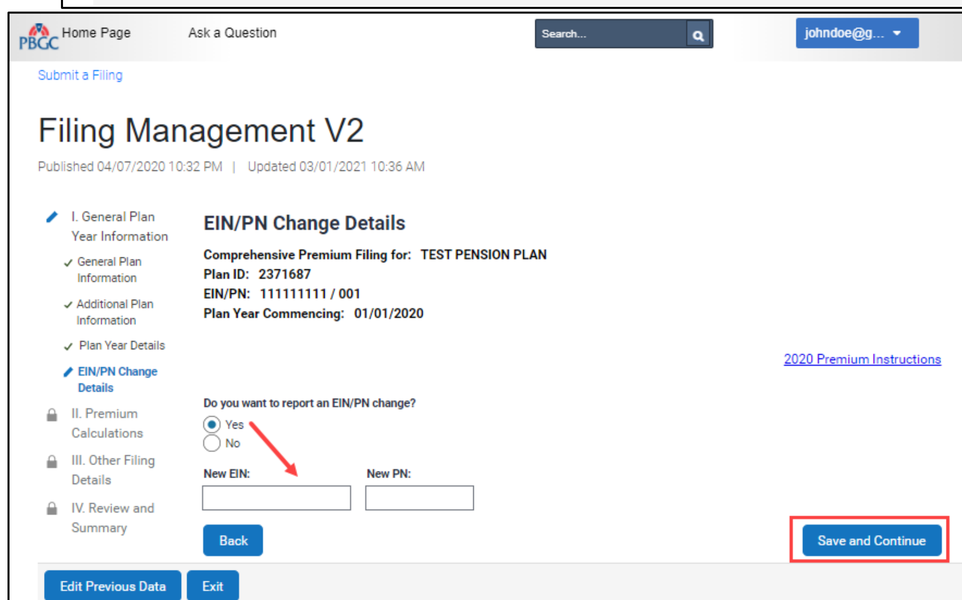


Filing Management Page

EIN/PN Change Details

- Please indicate whether you are reporting an EIN/PN change
  - If you are reporting an EIN/PN change, select "Yes" and the "New EIN" and "New PN" fields will appear. Both fields are required before you may continue.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.





Filing Management Page

Form 5500 Details

- Please indicate if the EIN/PN differs from what was reported on the most recently filed Form 5500
  - If the EIN/PN on the Comprehensive Premium Filing differs from what was reported on the most recent Form 5500, select “Yes.” The “Form 5500 EIN,” “Form 5500 PN,” and Reason fields will appear. All fields are required before you may continue.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
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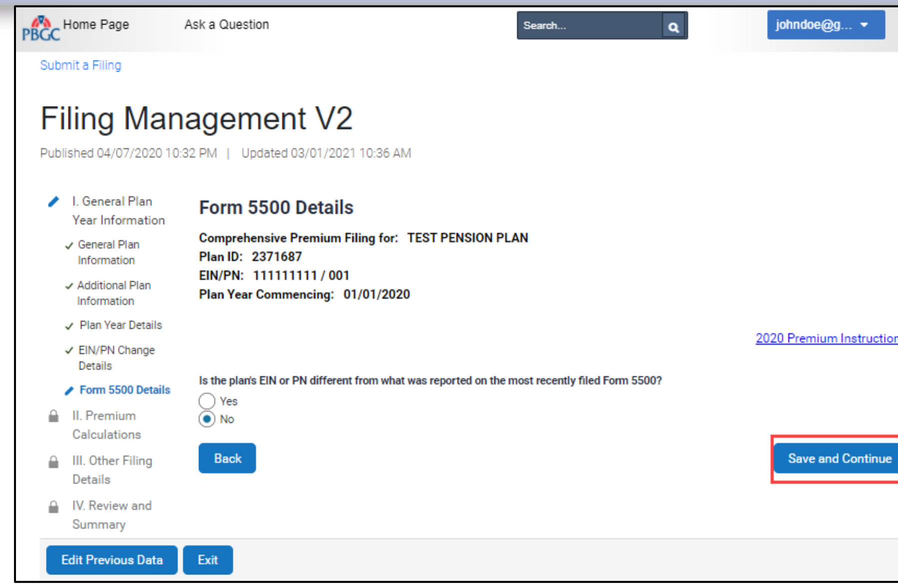
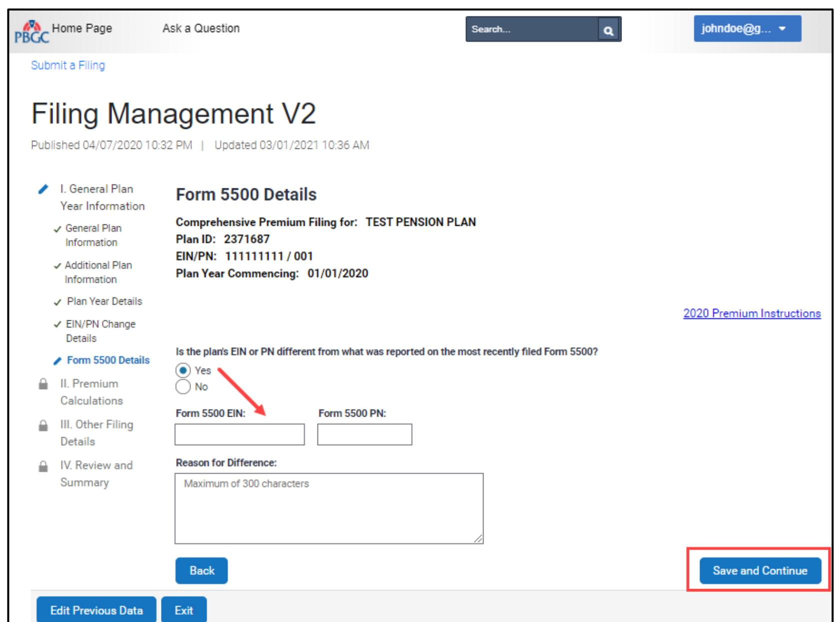
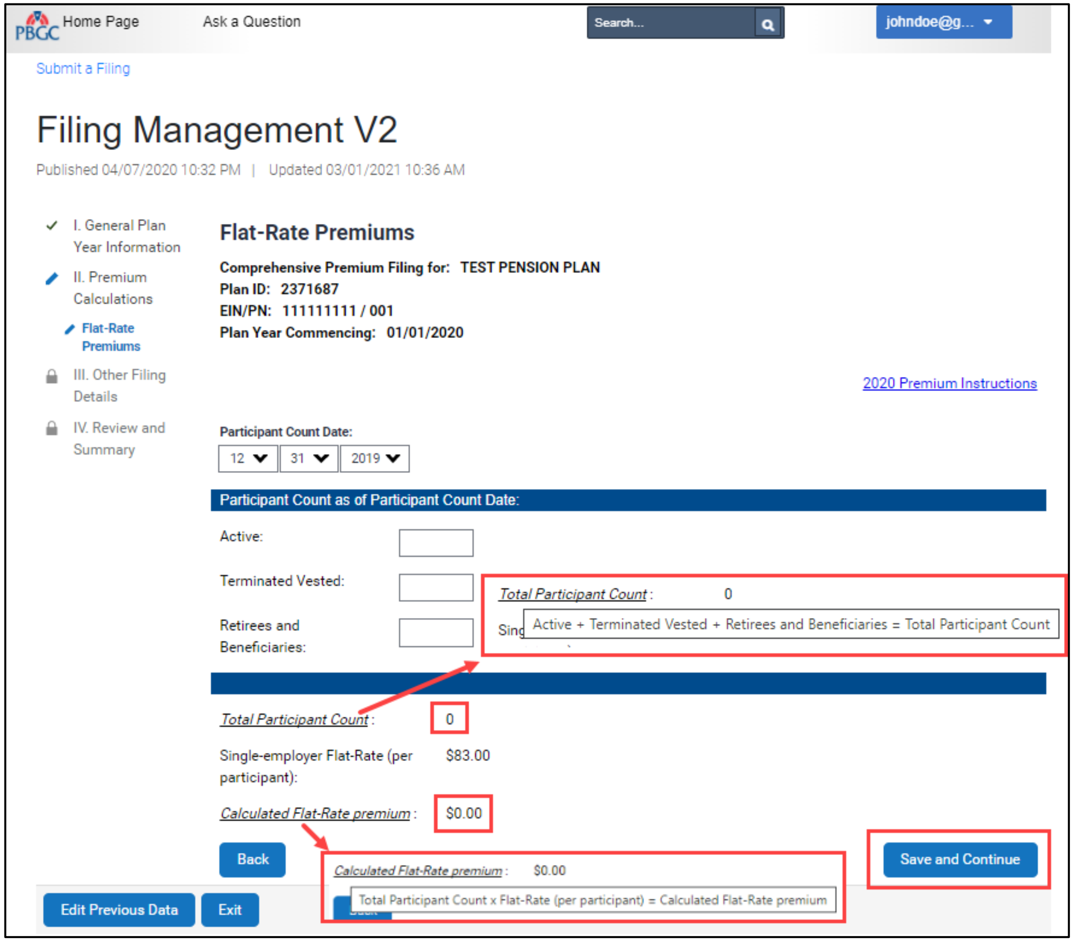




Filing Management Page

Flat-Rate Premiums

- Enter or select the appropriate information for the filing. Required fields on this page:
  - Participant Count Date
  - Active, Terminated Vested, and Retirees and Beneficiaries participant count
- My PAA will automatically calculate the total number of participants and the flat-rate premium. To see the formula on how the number was calculated hover over the underlined titles.
  - Note: You can reveal the formula for any item that is automatically calculated in the filing process if you hover over the underlined title.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

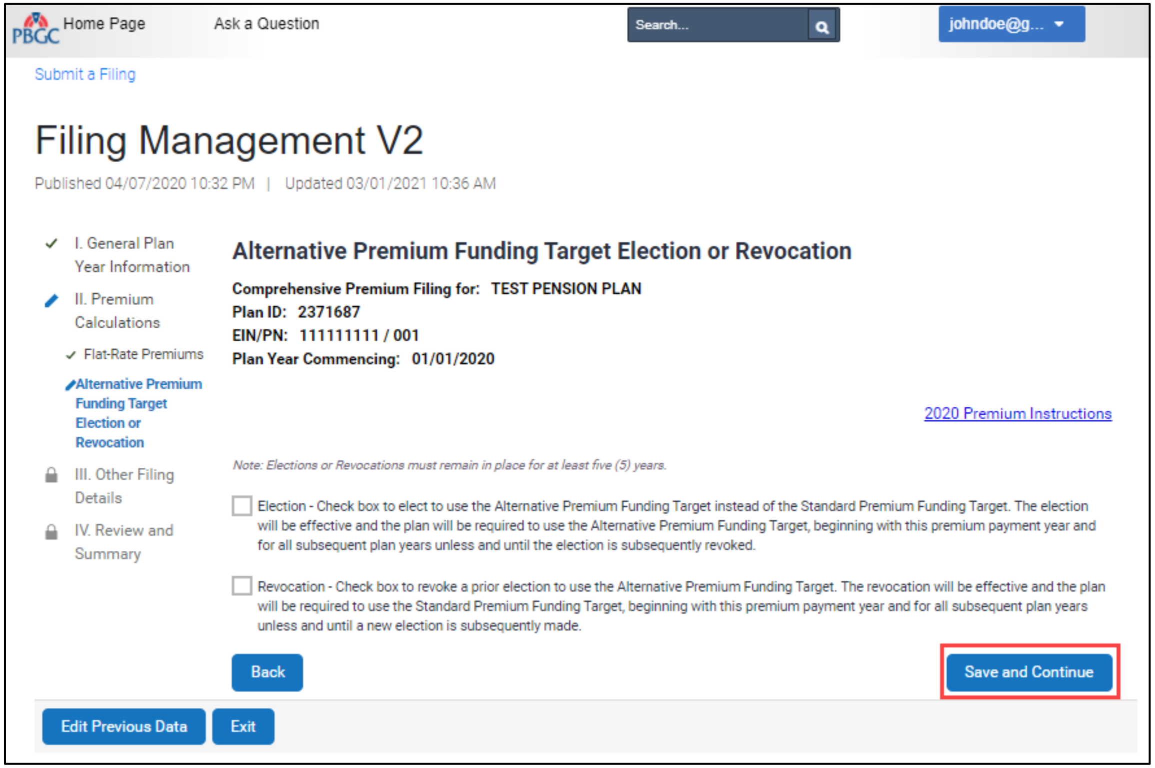


How to Create a Comprehensive Filing for a Single-Employer Plan

Filing Management Page

Alternative Premium Funding Target Election or Revocation

- If the plan is electing to use the Alternative Premium Funding Target, or if the plan is trying to revoke a prior election (after the election has been in place for five (5) years), please indicate that on this page.
- If you would like to continue using the Standard Premium Funding Target do not select either option.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

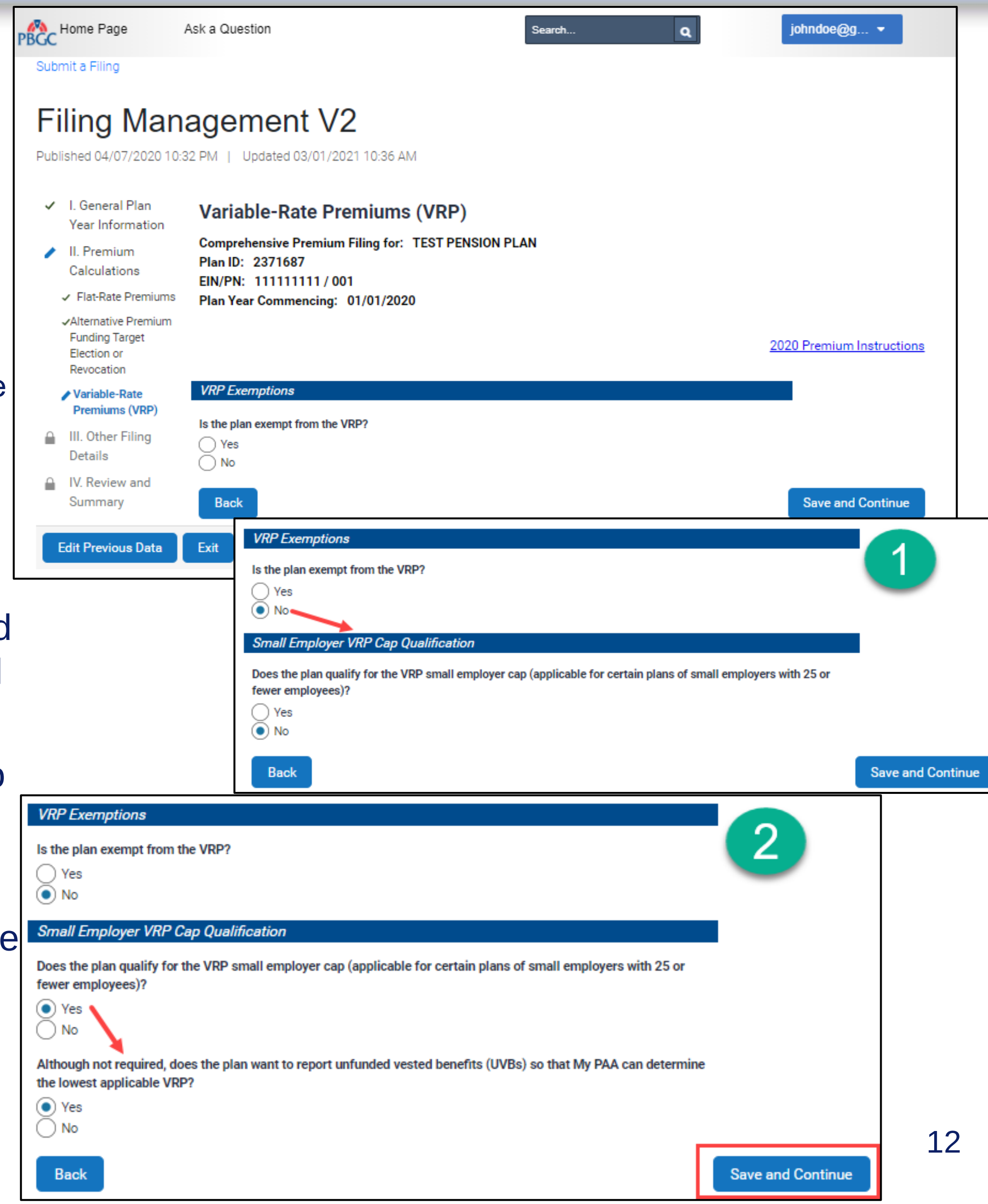


How to Create a Comprehensive Filing for a Single-Employer Plan

Filing Management Page

Variable-Rate Premiums (VRP)

- Please indicate if this plan exempt from VRP
- If the plan is not exempt from VRP,
  - Another question will appear asking if the plan qualifies for small employer cap.
    1. If the plan does not qualify for the small employer cap, select “No,” and then click on the “Save and Continue” button.
    2. If the plan does qualify for the small employer cap, you will need to indicate if the plan would like to report unfunded vested benefits (UVBs), although it is not required.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button and continue to slide 13.
- If the plan is exempt from VRP, please continue to the next slide.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



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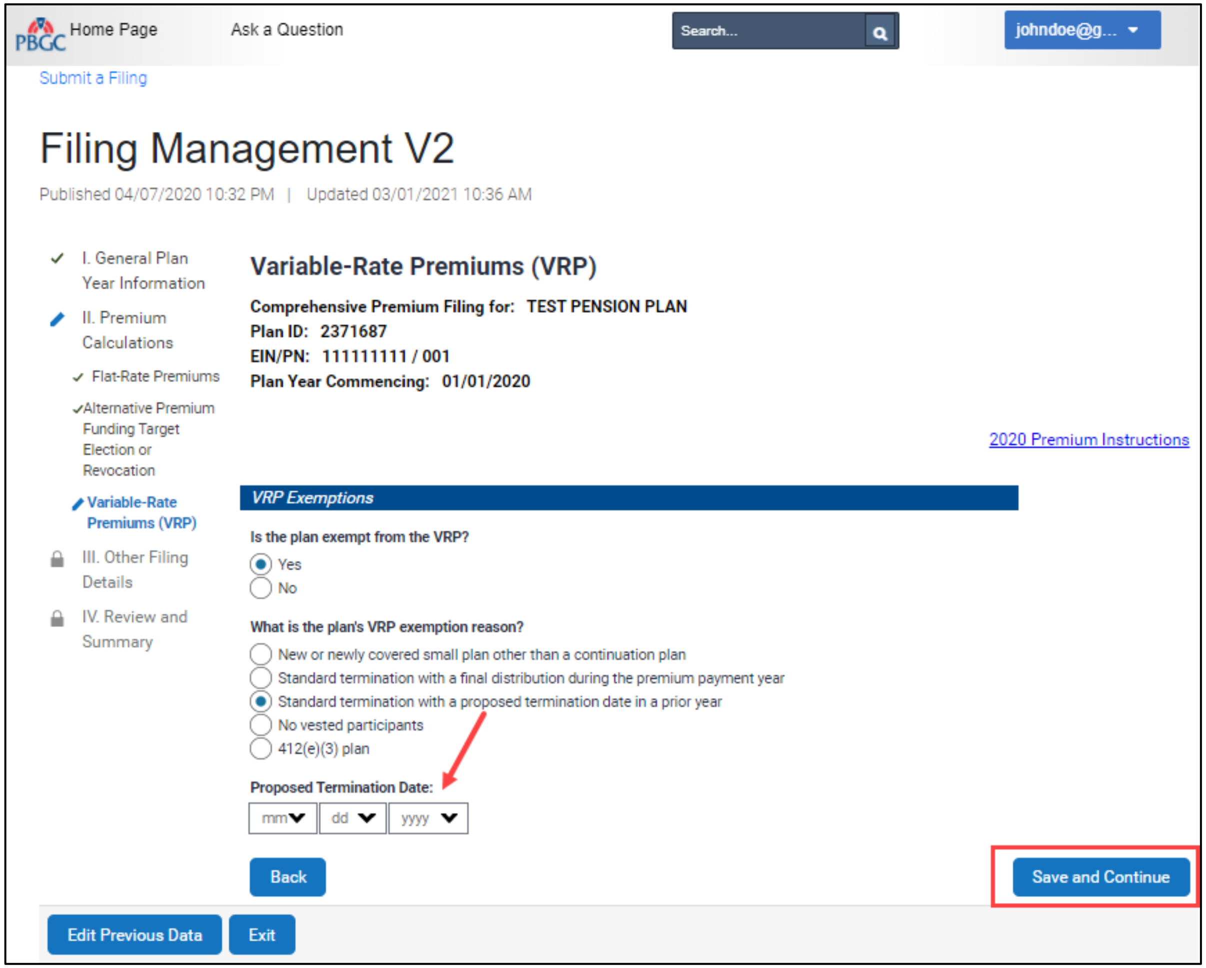
Filing Management Page

Variable-Rate Premiums (VRP)

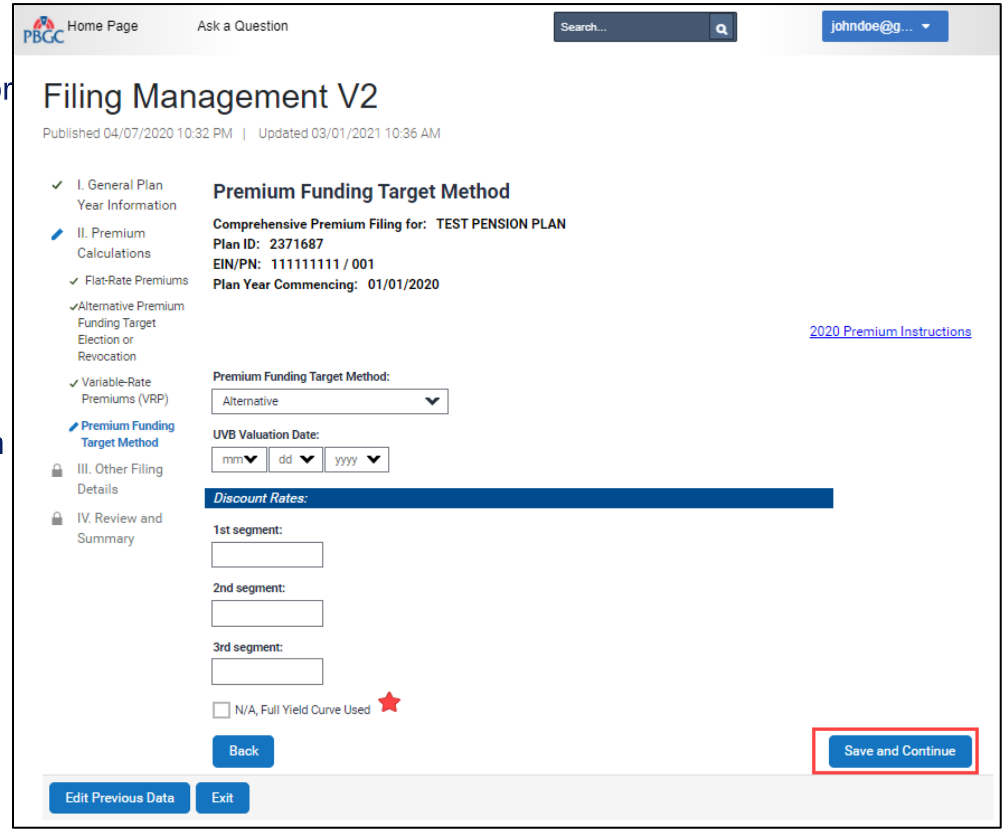
- If the plan is exempt from VRP, then please select the appropriate reason.
  - Note: If “Standard termination with a proposed termination date in a prior year” is the reason, you must provide the proposed termination date.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
  - Continue to slide number 16.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



Filing Management Page

Premium Funding Target Method

- This page will appear if the following is met:
  - The plan is not exempt from VRP and does not qualify for small employer cap
  - OR if the plan is not exempt from VRP and does qualify for the small employer cap but wants to report unfunded vested benefits (UVB).
- Enter the appropriate information for the filing.
- Required fields on this page:
  - Premium Funding Target Method – Will be dynamically displayed based on the selection on Alternative Premium Funding Target Election or Revocation page (Slide 11)
  - UVB Valuation Date
  - Discount Rates
  - *Full Yield Curve – only if Alternative Method is selected
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



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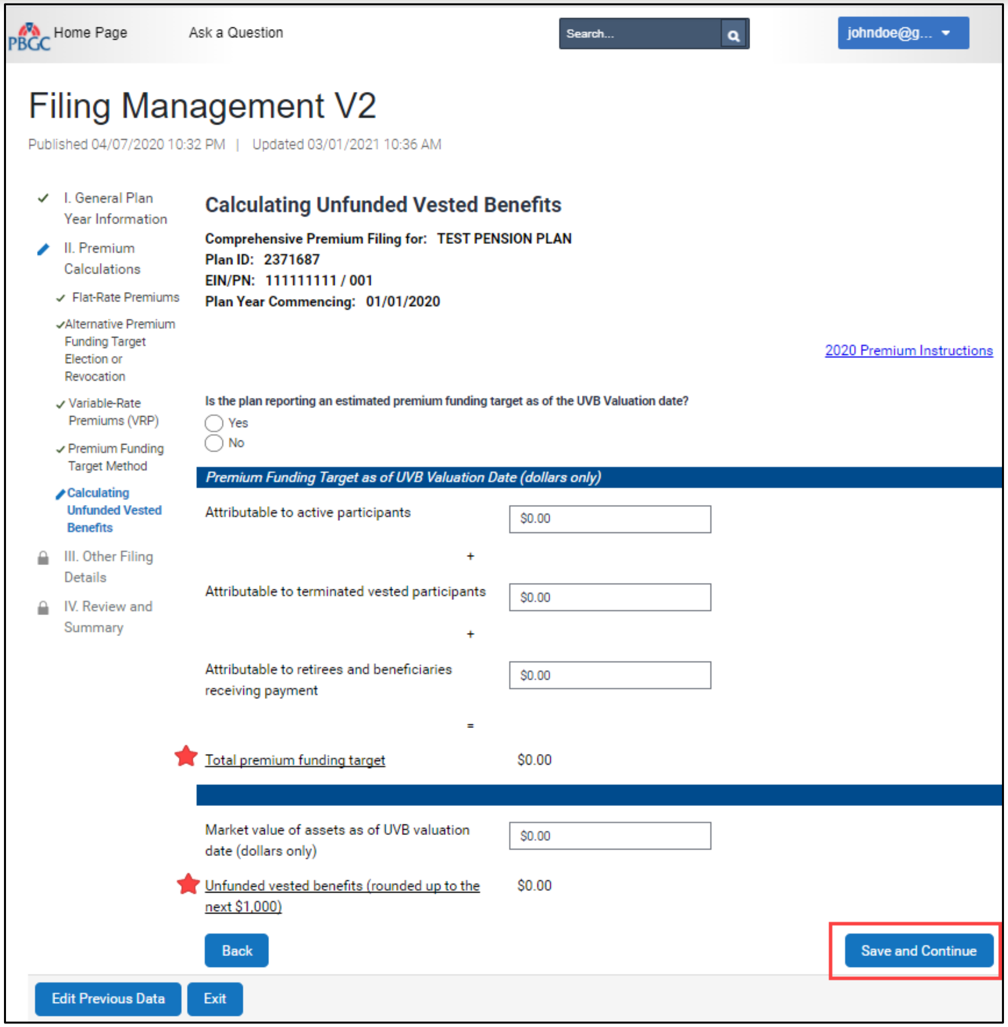
Filing Management Page

Calculating Unfunded Vested Benefits

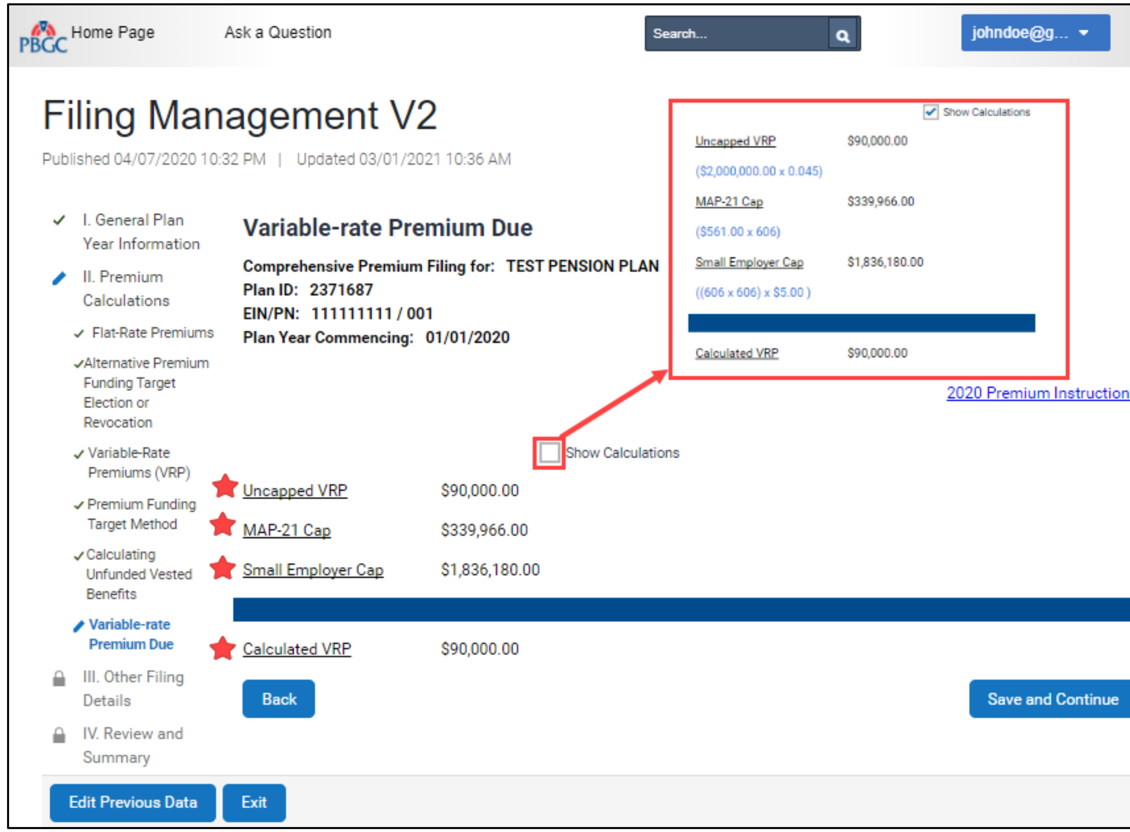
- Enter or select the appropriate information for the filing.
- Required fields on this page:
  - If the plan is reporting an estimated Premium Funding Target
  - Premium Funding Target
  - Market Value of Assets
- My PAA will automatically calculate the total premium funding target and the unfunded vested benefits (rounded to the nearest $1,000). To see the formula on how the number was calculated hover over the underlined titles.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



Filing Management Page

Variable-rate Premium Due

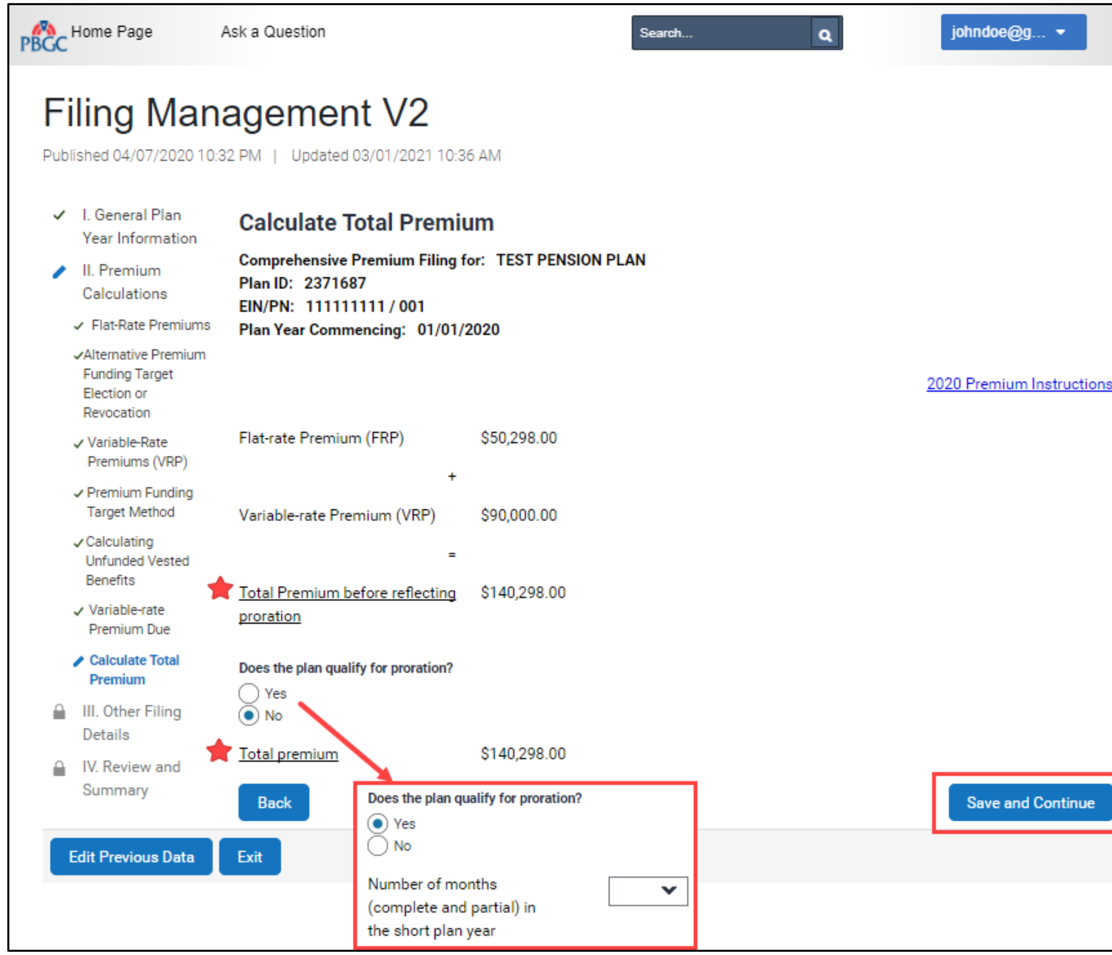
- My PAA will automatically calculate the Uncapped VRP, MAP-21 Cap and/or the Small Employer Cap (if applicable).
- To see the formula on how the number was calculated hover over the underlined titles.
- You can also see the numerical calculations by clicking on the checkbox “Show Calculations.”
- Once the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



Filing Management Page

Calculate Total Premium

- My PAA will automatically calculate the Flat-rate Premium, Variable-rate Premium, Total Premium before proration and Total Premium after proration (if applicable).
  - If the plan does qualify for proration, you must indicate how many complete and partial months are in the short plan year.
- To see the formula on how the number was calculated hover over the underlined titles.
- Once the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

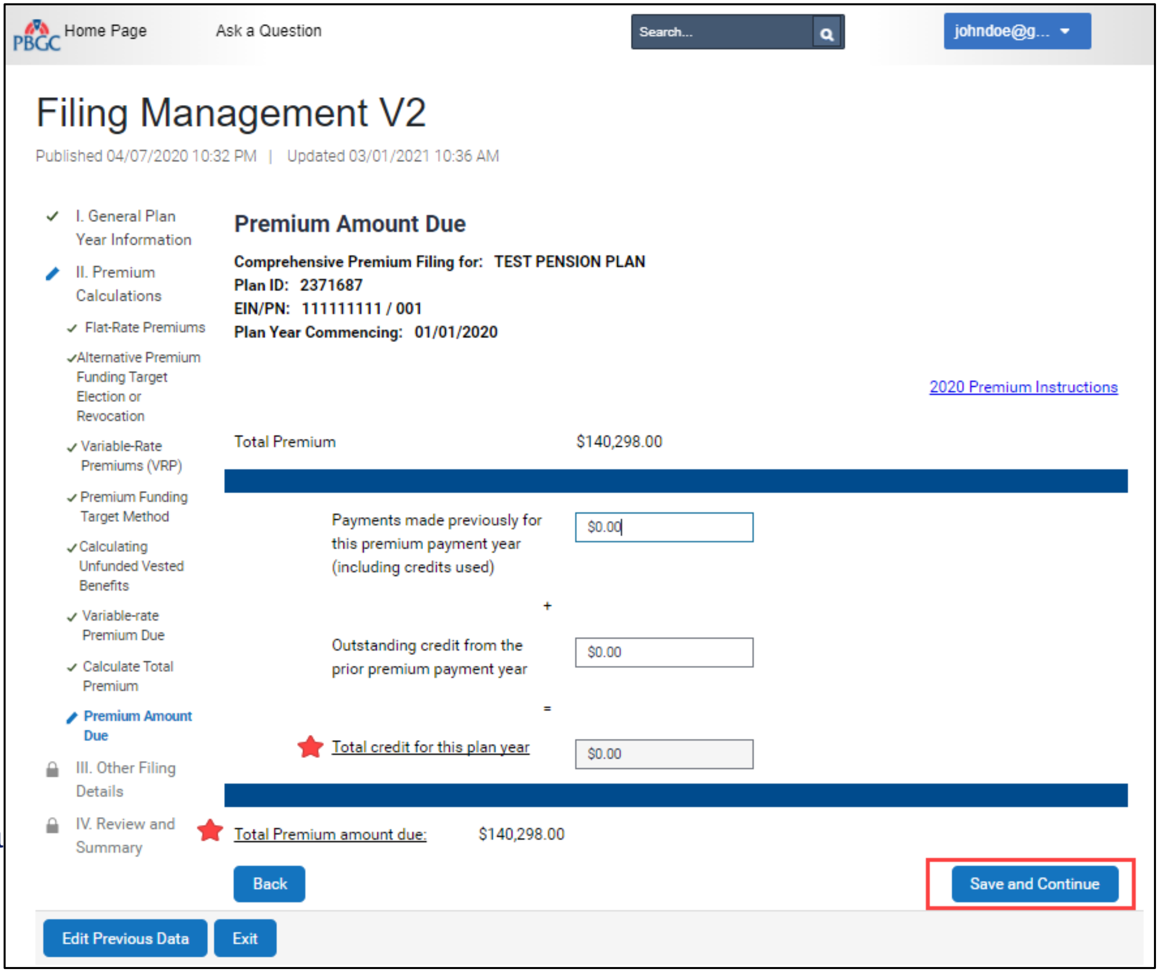


How to Create a Comprehensive Filing for a Single-Employer Plan

Filing Management Page

Premium Amount Due

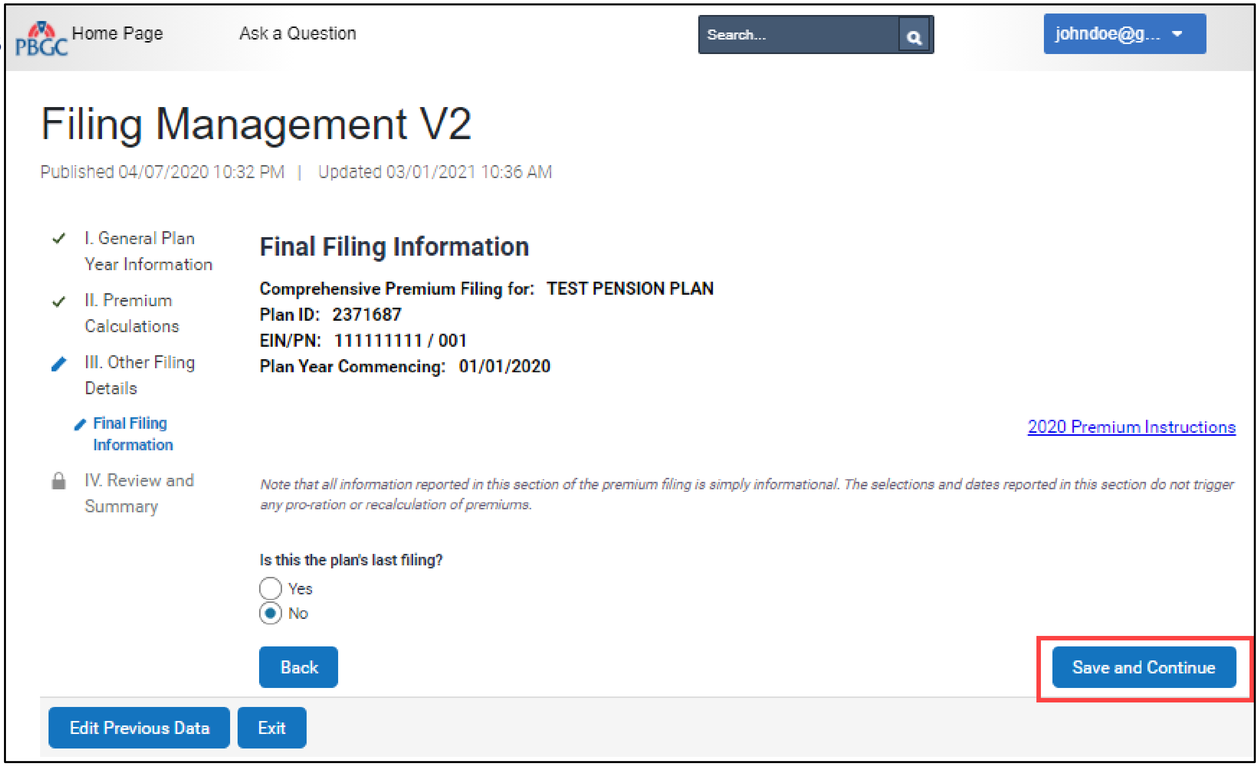
- If the plan has already made any payments for this plan year or there is credit/overpayment from a prior plan year, indicate that here.
- My PAA will automatically calculate the total credit for the plan year (if applicable) and the total premium amount due.
- To see the formula on how the number was calculated hover over the underlined titles.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



Filing Management Page

Final Filing Information

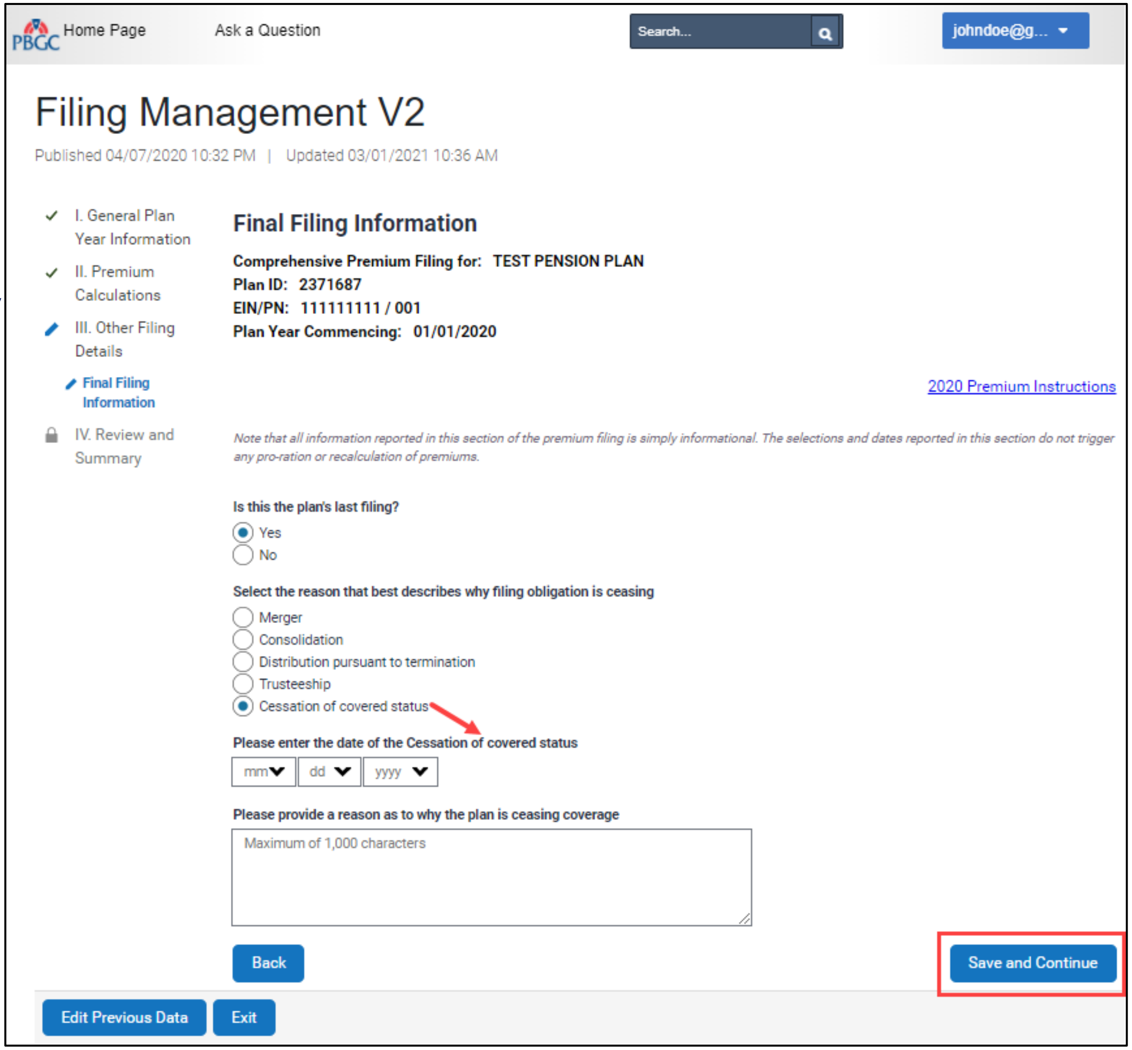
- You must indicate if this is the plan's final filing.
  - If it is not, select "No" and click on the "Save and Continue" button, then continue to slide 21.
  - If it is the final filing, select "Yes" and continue to the next slide.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



Filing Management Page

Final Filing Information

- If this is the plan's last filing, you must select a reason as to why the plan's filing obligation is ceasing, as well as the date the reason took place.
  - If cessation of coverage is selected, then you must also provide a brief explanation as to why the plan is ceasing coverage
- Note: That this information is simply informational. The information provided on this page will not trigger any proration or recalculation of premiums.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

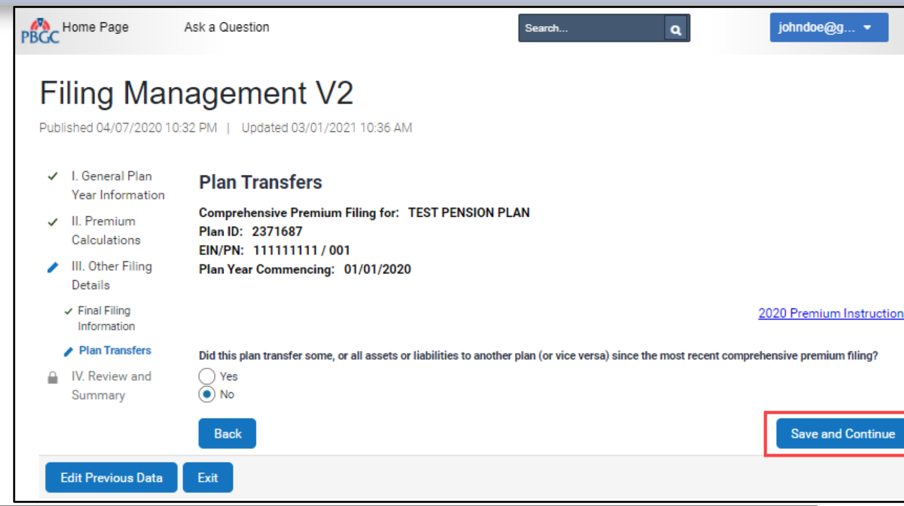


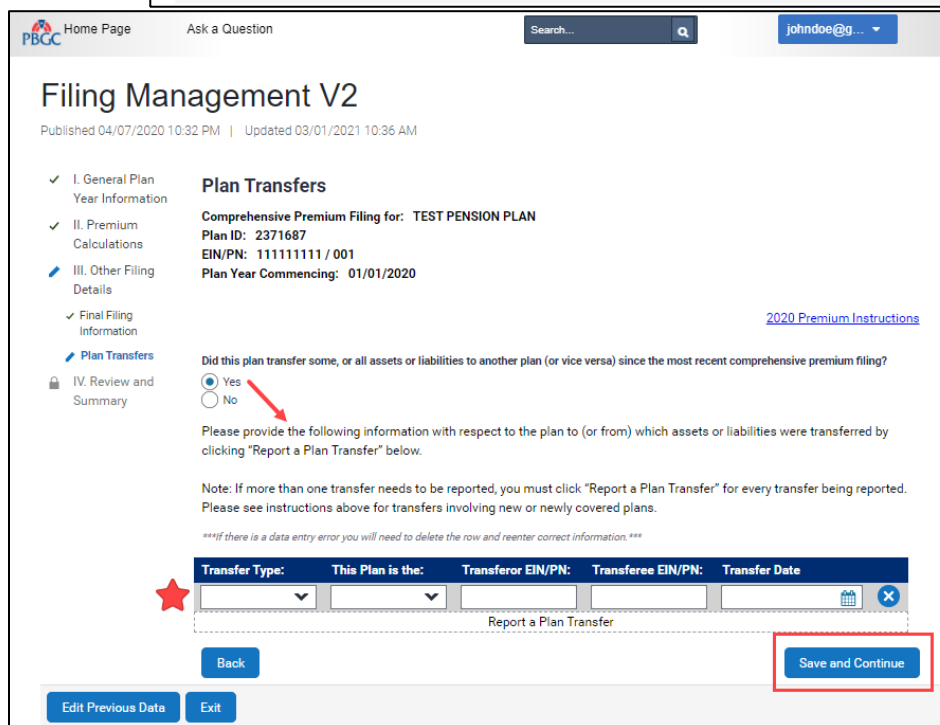
How to Create a Comprehensive Filing for a Single-Employer Plan

Filing Management Page

Plan Transfers

- If the plan has any plan transfers, you must report them on this page.
- If the plan does not have any plan transfers occurring during this plan year, select "No" and click on the "Save and Continue" button.
- If the plan does have a plan transfer(s) that occurred during this plan year, select "Yes," and then enter the information accordingly.
  - If more than one transfer occurred, click "Report a Plan Transfer"
  - Note: That this information is simply informational. The information provided on this page will not trigger any proration or recalculation of premiums.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

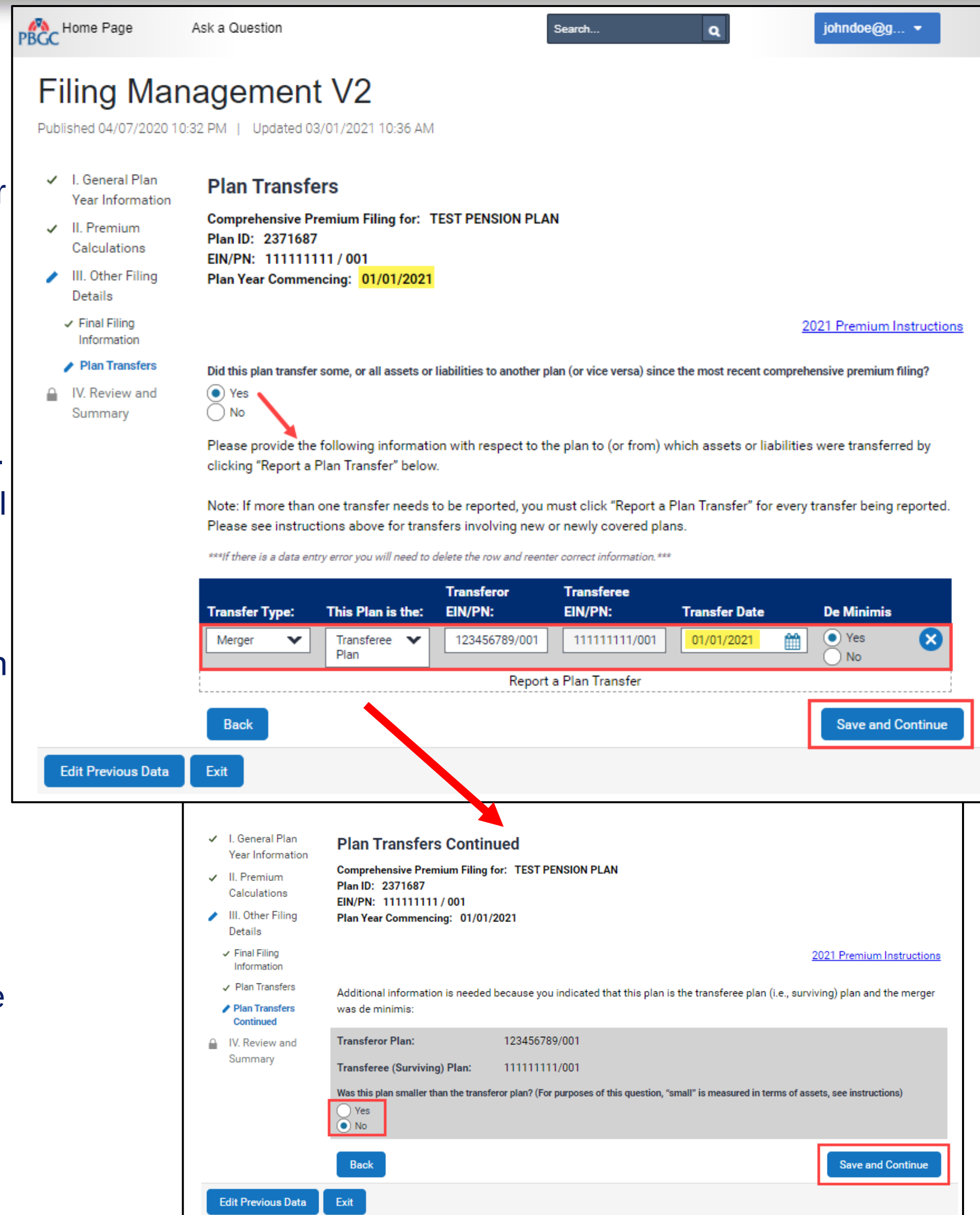




Filing Management Page

De Minimis Plan Transfer

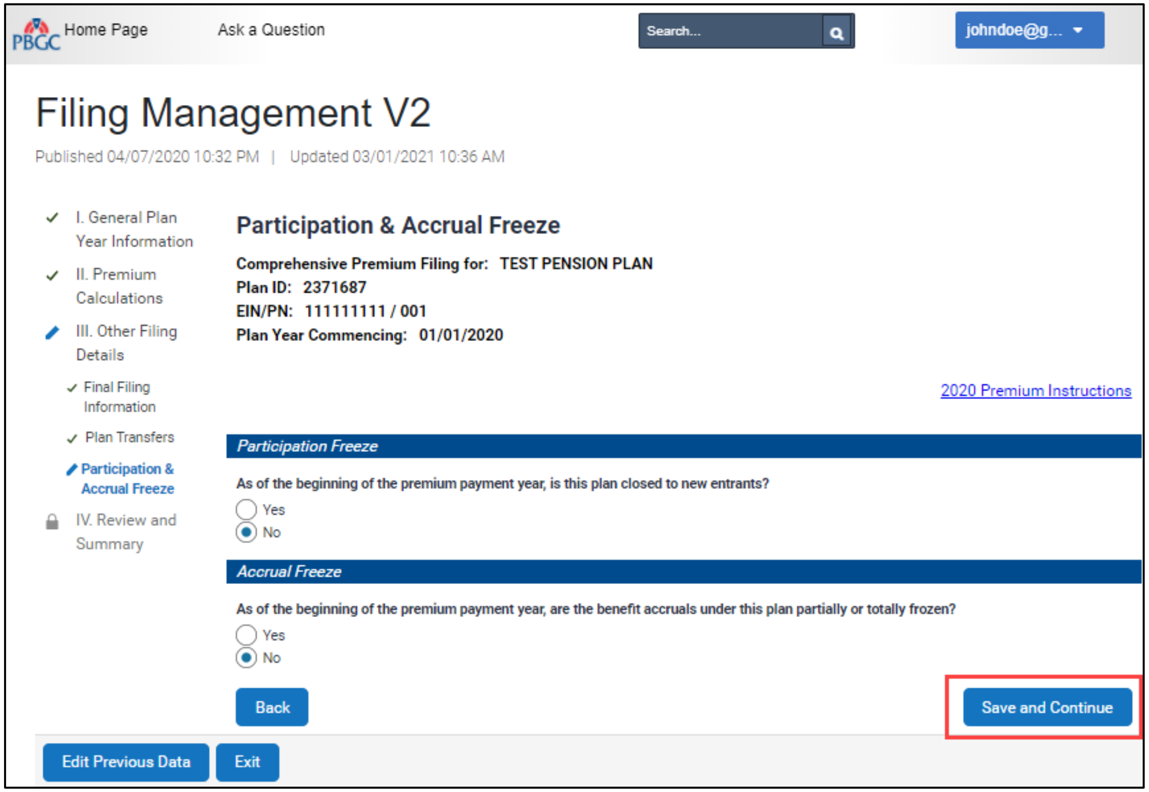
- It is important to note that starting with the 2021 plan year, if the plan reports a transfer from another plan with a transfer date equal to the PYC, the plan must indicate whether it is De Minimis or not.
- If it is De Minimis:
  - Select the “Yes” radio button in the appropriate column, verify all the fields are populated and correct, and click on the “Save and Continue” button.
  - Then on the Plan Transfer Continued section you will need to indicate whether the surviving plan is “Smaller” or “Larger” than the Transferee Plan, then click on the “Save and Continue” button.
- If it is not De Minimis, select the “No” radio button in the appropriate column, verify all the fields are populated and correct, and click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



Filing Management Page

Participation & Accrual Freeze

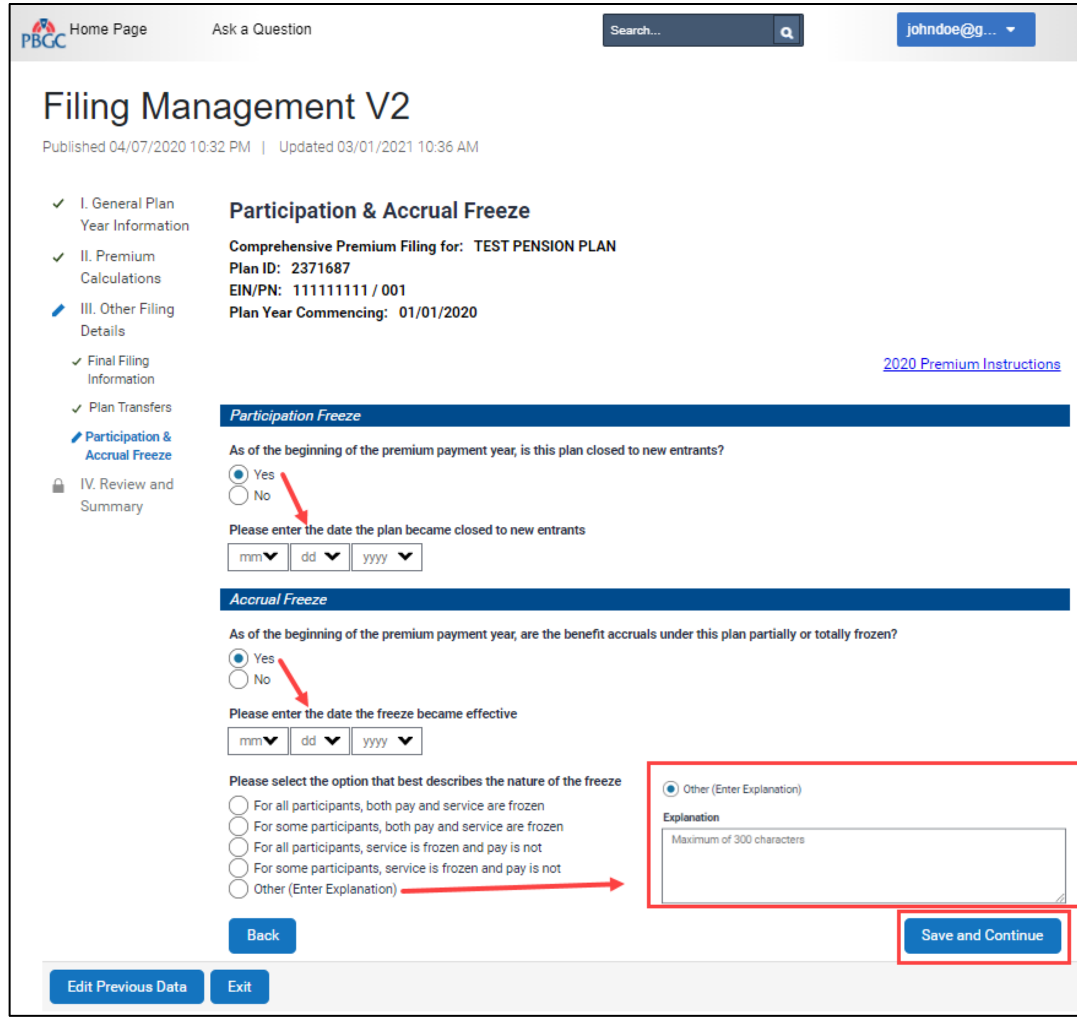
- If the plan has any participation or accrual freezes, report on this page.
- If the plan does not have any participation or accrual freezes occurring during this plan year, select “No” and click on the “Save and Continue” button.
  - Continue to slide 25.
- If the plan does have a participation and/or accrual freeze continue to the next slide.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



Filing Management Page

Participation & Accrual Freeze

- If the plan had a participation freeze during this plan year, select “Yes,” and provide the date the plan became closed to new entrants.
- If the plan had a partial or total accrual freeze during this plan year, select “Yes,” and provide the date the freeze became effective, as well as the reason for the freeze.
  - If “Other” is selected, please enter a brief explanation.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



Filing Management Page

Risk Transfer Activity

- If the plan provided one or more lump sum windows or purchased any annuities prior to the plan year, you must report the activity on this page.
- If the plan does not have any risk transfer activity to report, select "No" and click on the "Save and Continue" button.
  - Continue to slide 27.
- If the plan does have risk transfer activity to report, continue to the next slide.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
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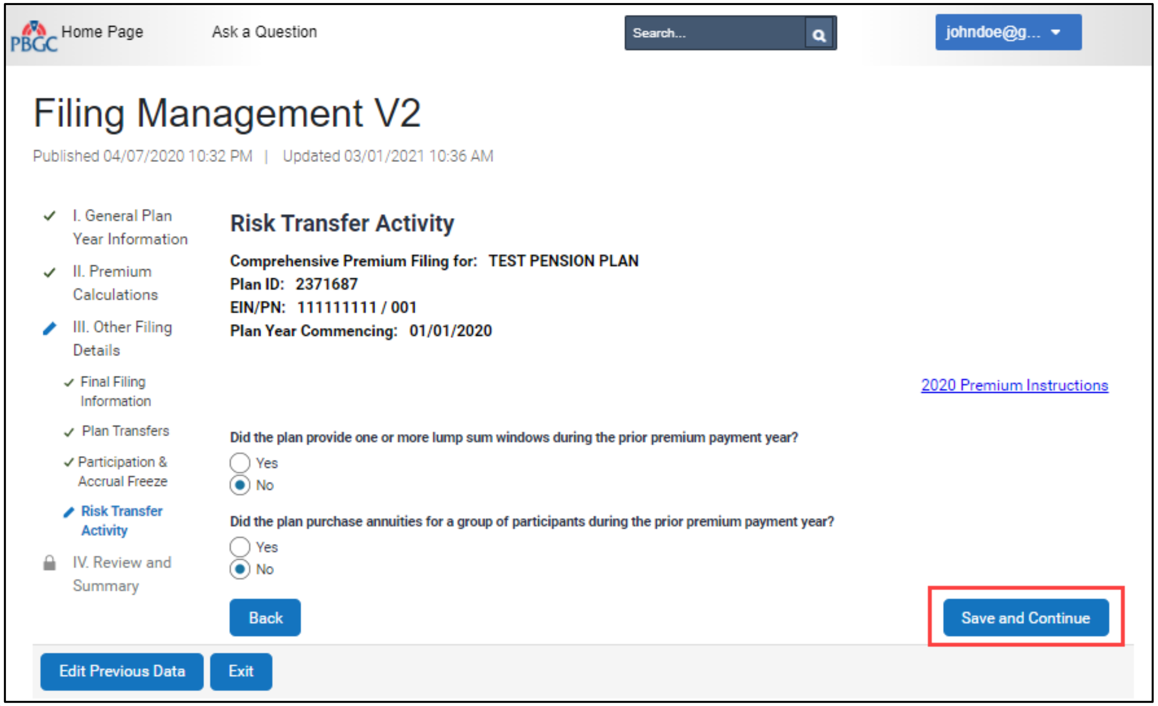
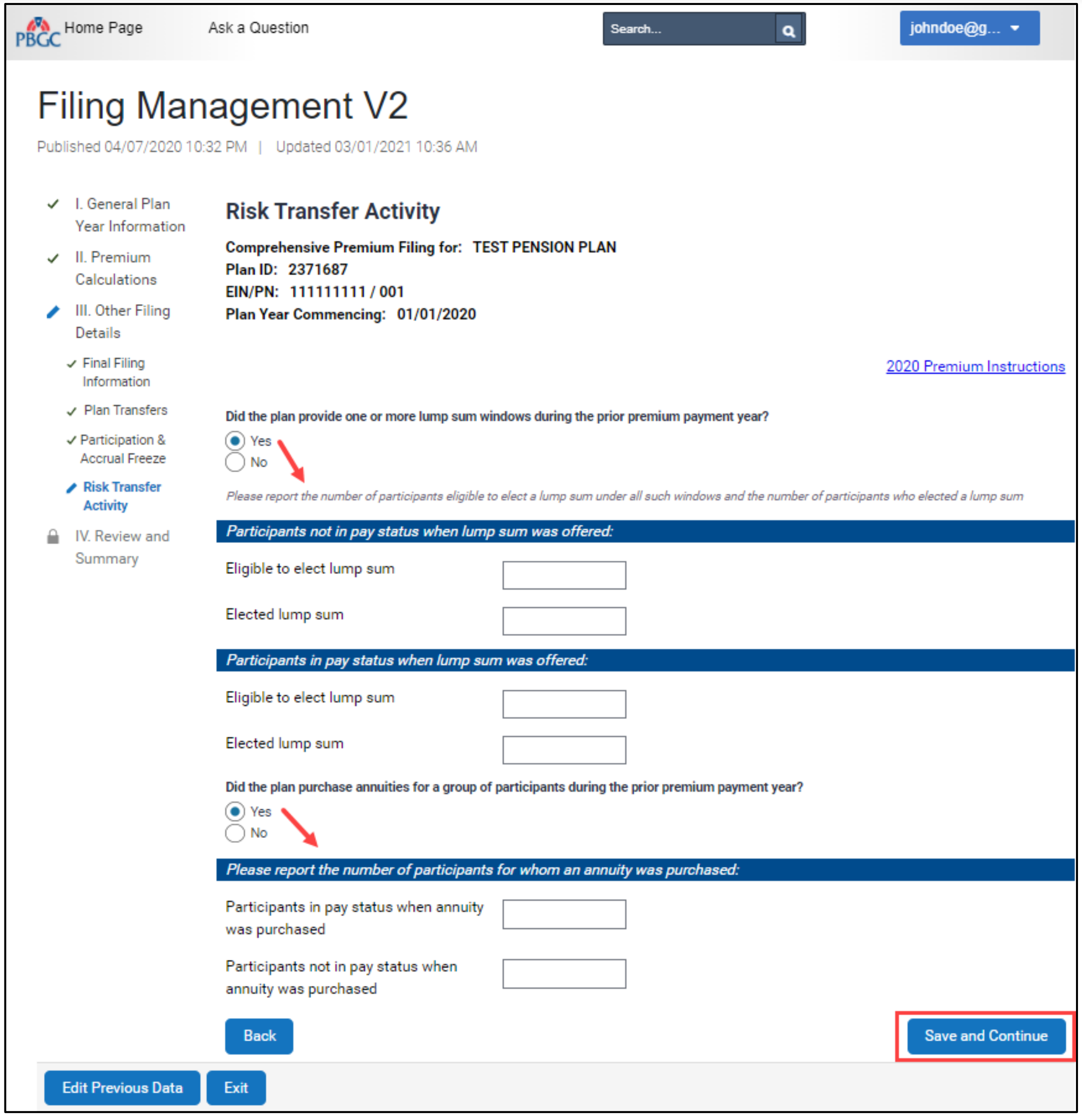


How to Create a Comprehensive Filing for a Single-Employer Plan

Filing Management Page

Risk Transfer Activity

- If the plan provided one or more lump sum windows prior to the plan year, select “Yes,” and provide the following:
  - Number of participants that were in pay status and were not in pay status that were eligible to elect lump sum.
  - Of those eligible, the number that elected lump sum.
- If the plan purchased annuities prior to the plan year, select “Yes,” and provide the following:
  - Number of participants in pay status and not in pay status when the annuity was purchased.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



Filing Management Page

Disaster Relief

- If the plan qualifies for relief due to a natural disaster, as reported by the IRS, you must report that information on this page.
- If the plan does qualify for disaster relief, select “No” and click on the “Save and Continue” button.
- If the plan does qualify for disaster relief, select “Yes” and select the appropriate disaster.
  - If anyone other than the Plan Admin was the person affected by the disaster selected above, please enter their contact information in the fields provided.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
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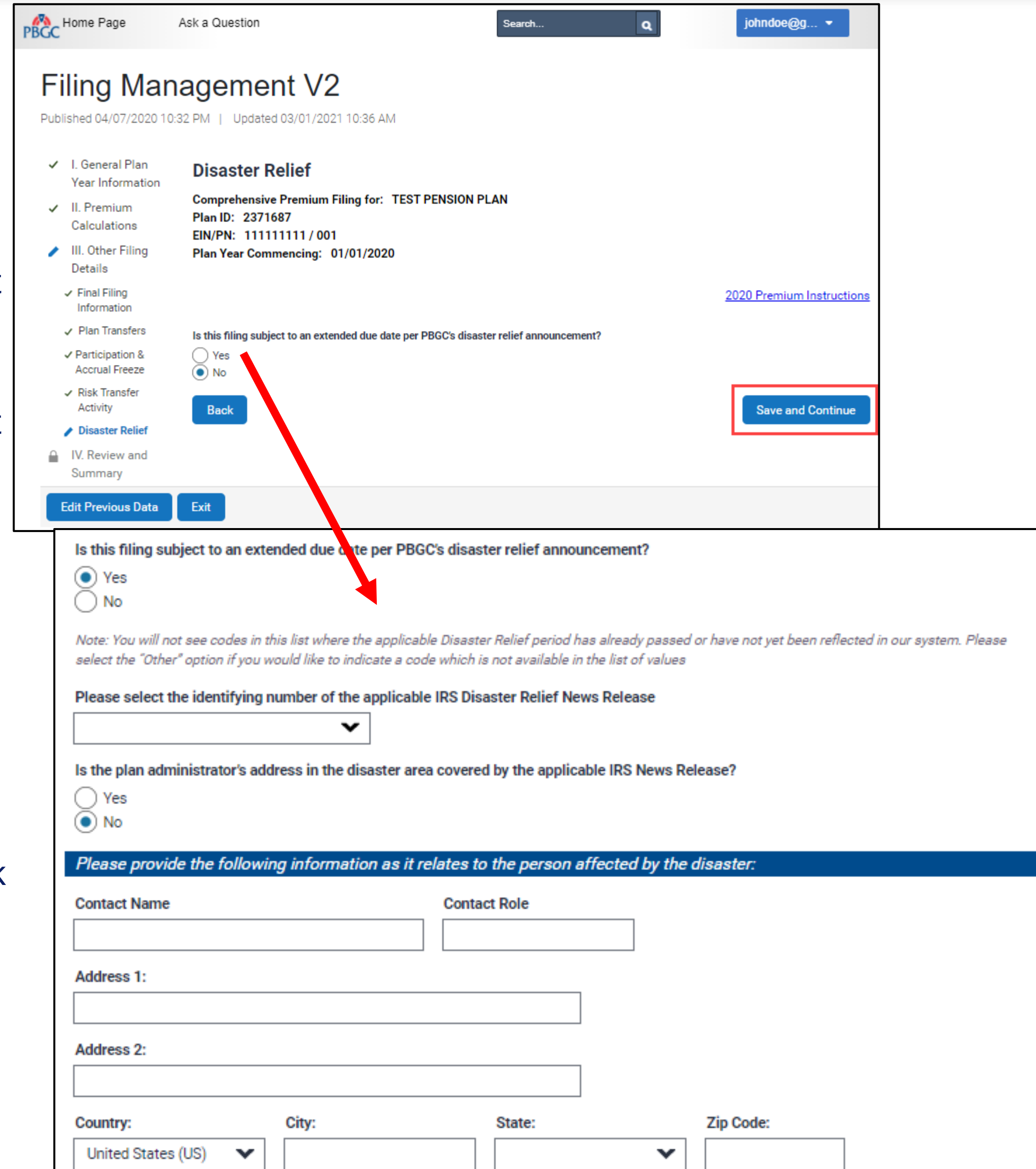
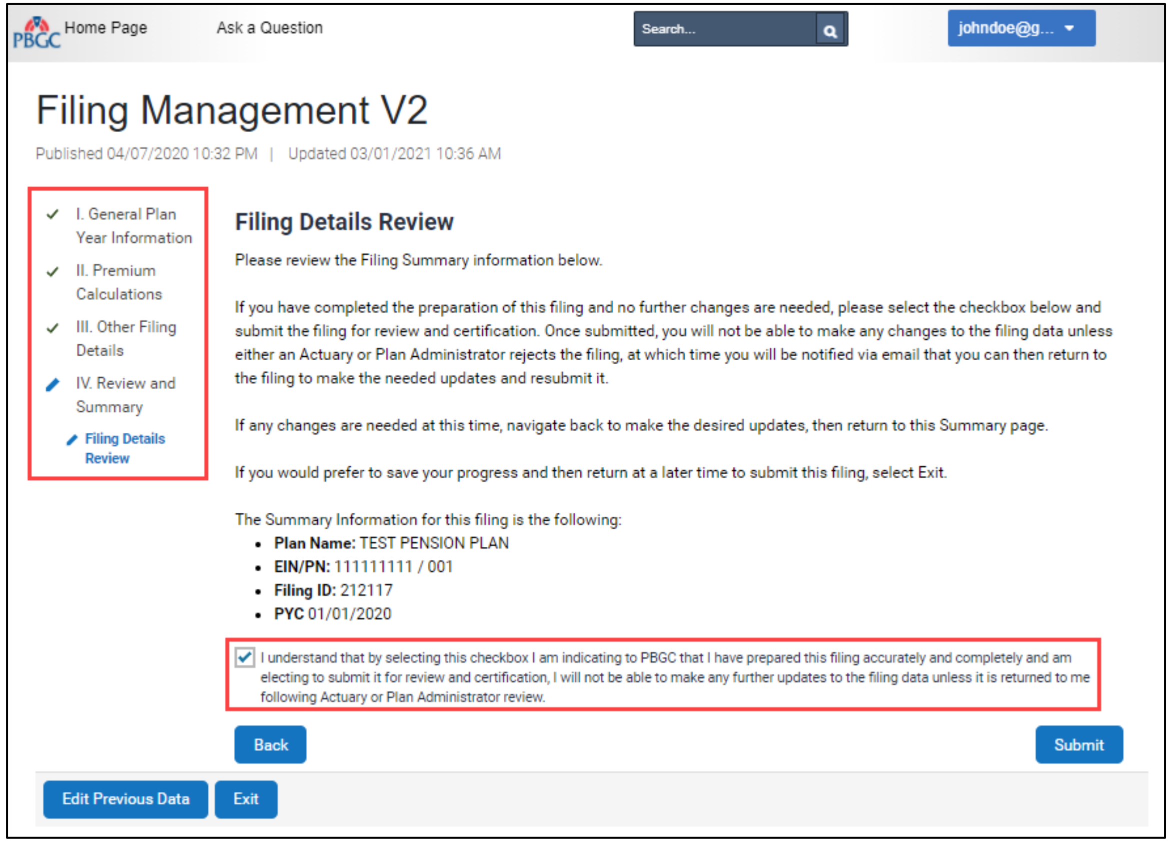


Filing Management Page

Filing Details Review

- Once you have completed all the required fields you will be able to review all the information
- Once all the required filing fields have been completed and the information has been verified click on the accuracy check box and click the “Submit” button.
- If any data needs to be reviewed again or any updates need to be made:
  - Use the “Back” or “Edit Previous Data” button.
  - Use the navigation bar on the left to quickly go to the desired page.



Filing Management Page

Filing Summary

- Once you have submitted your filing successfully you will be directed to this confirmation page.
- Please note that this filing has not been sent to the PBGC yet. Action by the Actuary (if needed), Payment Preparer and the Plan Admin/Plan Admin Rep are required.
  - For more information and step-by-step guidance, please view the How to Certify, Approve and Submit a Filing Demo.